



**KING COUNTY
COURT CLERK I
DEPARTMENT OF JUDICIAL ADMINISTRATION
Hourly Rate Range: \$16.09 - \$20.40
Job Announcement: 04WM4295
OPEN: 05/21/04 CLOSE: 06/04/04**

WHO MAY APPLY: This position is open to King County Employees, term-limited and temporary employees and the general public. Preference will be given to qualified applicants in that order.

WHERE TO APPLY: Required forms and materials must be sent to: 516 3rd Ave, Room E-609, Seattle, WA 98104. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Danielle Anderson at (206) 296-7861 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County Application Form](#), resume, supplemental questionnaire (pg. 2 of this announcement) and letter of interest are required. The letter of interest should detail your background and describe how you meet or exceed the requirements.

WORK LOCATION: King County Courthouse, 516 Third Avenue, Seattle, WA 98104 and/or at the Regional Justice Center, 401 Fourth Avenue N. Kent, WA 98032

WORK SCHEDULE: This position is overtime eligible. 35-hour work week - Monday through Friday.

PRIMARY JOB FUNCTIONS:

- Accurately record the details of all courtroom procedures as each case is heard and make minute entries
- on each case brought before the court for hearing.
- Obtain signatures of lawyers and judges on pertinent documents and prepare court files
- Identify, number, file and maintain security of all exhibits presented as evidence
- Call prospective jury panels and administer oaths during and after jury selection
- Read verdict of the jury and poll individual jurors
- Independently coordinate multiple tasks to accomplish workload and meet unexpected demands
- Utilize Windows based and other software to perform duties, including data entry
- Perform the duties of the bailiff in his/her absence

QUALIFICATIONS: High school diploma or G.E.D. and two years of full time office experience, six months of which must have involved court or legal procedures. Specialized post high school training such as legal secretary, paralegal or pre-law courses may be substituted on a month for month basis for the required experience up to a maximum of 1.5 years. Must have knowledge of legal terminology and knowledge of MS Windows, Outlook, Word, and Excel. One year experience performing data entry and the ability to type at least 40 w.p.m. Maintain regular and punctual attendance. A skills assessment test will be given to qualified candidates.

NECESSARY SPECIAL REQUIREMENTS: No felony convictions within the past seven years. Valid Washington State Driver's License or the ability to travel to alternative sites.

UNION MEMBERSHIP: Positions in this classification are represented by Local 925, SEIU

CLASS CODE: 8487 SEQUENCE NUMBER: 0072 & 0725

SUPPLEMENTAL QUESTIONNAIRE:

Answers can be listed on a separate page(s)-

1) Please describe your full time office experience and your experience being involved with court or legal procedures.

2) What type of data entry have you performed? And what is your typing speed?

3) Describe your experience using MS Windows, Outlook, Word, and Excel.